ANNEX E
ACCESSING LESSON MATERIALS CL31

1. Accessing course information and lesson materials:

    a. **Internet** – You will access course/lesson materials via the Internet

2. All information and lesson material is located at the following web site:
   http://usasma.bliss.army.mil/nrc.

INSTRUCTIONS TO DOWNLOAD

1. This is a detailed instruction guide on how to download the Sergeants Major Non-Resident course lesson materials via the Internet. To begin go to **http://usasma.bliss.army.mil**, click on "*SGM Non-Resident course*" located at the bottom of the page or click on "Sergeants Major Course" on the left side of the page. The next page's address should be **http://usasma.bliss.army.mil/nrc/** , you should see a page with a picture of a facilitator looking at his computer. Click on the green button that says class 31 Lessons. A box should appear that says "Enter Network Password." Type your student number in the box that says Domain, type "*usasma_web*", and click *"ok"*. You should then see a page that says Class 31 lesson materials. If you don't have Adobe Acrobat Reader click on the link that says *"free Acrobat Reader software."* You need this software to view the lesson materials. You will also need to download winzip to open the zipped lesson files, go to **www.winzip.com/download.htm** .

2. Now you are ready to start downloading the lesson material. Click on required module on the left side of the page. You have the choice of downloading each subcourse individually or scrolling to the bottom of each course where it says *"Download Lesson Materials in a single Zipped File.*" When downloading, use the button located on the right side of the mouse, (referred to as a right click) click on lesson. When you've right clicked a lesson, a small screen will appear with a list of options, choose *"save target as."* You should see a new box that says *"save as."* Look in the box that says *"save in"* and locate the newly made NRC folder. To do this, click on the *"C" drive* or *my computer*, then select my documents and *"save".*

3. To make a new folder in the "*my documents*" folder, click on the yellow folder in the top right side of the "*save as*" box. This should give you a new folder - name this folder NRC. Click on the NRC folder and it should appear in the "*save in*" box. Click "*save*" and the computer should download the lesson materials in the NRC folder. Click **close** when the download is complete.

Continue the same process until all the lesson materials for modules 1-6 are downloaded. If you encounter any problems concerning password or downloading please contact us at 915-568-8545 or your Class Facilitator in known.